

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CADDO PARISH FIRE PROTECTION DISTRICT #3 (GREENWOOD)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CADDO PARISH FIRE PROTECTION DISTRICT #3 (GREENWOOD)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER\OPERATOR \*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

##### LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF \*

\*\*Competitive class

\*\*Promotional class

CC Original Adoption:	06-01-87
Revision Dates:	07-29-91, 02-19-97, 04-16-01, 03-16-18

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class require frequent supervision, receiving specific instructions and direct supervision from a Fire Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines and directing fire streams, forcible entry, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Administers advanced first aid and emergency care to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Testifies in court.

Completes forms and records as required. Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, and providing information to the public concerning the work of the fire department. Participates in fire inspections.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

Must have a valid driver's license.

Prior to confirmation, must obtain and maintain certification as Emergency Medical Technician - Basic.

Firefighter/Operator CC Original Adoption:	04-16-01
Revision Dates:	10-30-15, 03-16-18

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include assisting the Fire Chief in the management of all department operations on one shift, responding to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of the Fire Chief, and assisting in the training of subordinate employees. Employees of this class report to and have work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the planning and directing of department operations. Evaluates the efficiency of response units following emergency incidents. Participates in the research and planning for programs and activities of the department. Coordinates the work of the department with related agencies. Manages the operations of the department on one shift; performs duties of the Fire Chief in the Chief's absence.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by the Fire Chief. Supervises emergency scene operations, including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, salvage and overhaul, and the handling of hazardous materials incidents. Provides emergency medical services, including basic first aid, CPR, and first responder services.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Investigates the causes, origins, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, reports and maintains the chain of custody of any evidence of arson.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Conducts corrective interviews, and maintains discipline.

Trains subordinates in basic firefighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Compiles necessary data and completes assigned forms, records and reports, such as maintenance records, incident reports, and preliminary investigation reports.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Supervises daily radio checks. Maintains inventory of supplies and equipment; orders supplies; and makes recommendations on major purchases for the department.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator with a minimum of 5 years of experience.

Must have and maintain a valid driver's license.

Must have achieved Firefighter II certification as measured by NFPA Standards.

Must have achieved Fire Service Instructor I as measured by NFPA Standards.

Must have achieved Fire Officer I as measured by NFPA Standards.

Must have achieved and maintain Emergency Medical Technician - Paramedic certification.

Fire Captain CC Original Adoption:	02-19-97
Revision Dates:	10-22-97, 04-16-01, 03-16-18



# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of the officer in charge of all fire department operations. The fire chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision. The chief is also responsible for providing for employee training and for fire prevention, as well as directing all fire suppression and medical service operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently and is accountable to the fire district board.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of fire department services (e.g. fire suppression, fire prevention, emergency medical services, training, communications, maintenance, and administration); sets management policies and goals and objectives for the department; determines how operating units of the department should be organized, along with number and distribution of such units; assists in the research and planning of special programs and activities of the department; delegates authority to subordinates for the more efficient operation of the department when such delegation is not inconsistent with municipal authority, express provisions of the law, or contrary to these rules.

Responds to all alarms for major fires or those received from congested areas in which fire might result in serious loss either to life or property; responds to all other alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate; supervises subordinate employees through a designated subordinate; supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources; provides for regular employee training.

Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, keep informed on local trends that may affect the fire service, etc.

Gathers information to be used in compiling budgets; consults with the governing body and prepares and submits to the proper authority a departmental operating budget; draws up specifications for new fire department equipment; purchases and recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Reviews official correspondence and takes action required; determines what information should be included in department records and determines in what form this information should be kept; supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; personally completes all forms, records, and reports required of the chief executive officer of the fire department by the appointing authority.

Maintains a public relations program; informs the public of the necessity and methods of civilian cooperation in fire department work, by means of talks, demonstrations, distribution of literature to schools, civic groups, owners and employees of public and private buildings, etc.; attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department, to present official department stand on issues under discussion, to answer questions, etc.; acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Interviews prospective employees and makes recommendations for hiring; supervises department employees performing all phases of firefighting, maintenance, and other functions of the department.

Enforces fire prevention laws, such as safety regulations for public assemblies, the handling and storage of combustible materials, and the use of inflammable liquids and explosives; personally inspects or directs the inspection of buildings to determine the existence of potential fire hazards; assists law enforcement personnel who take charge of evidence and investigation of possible arson.

Supervises the general care, maintenance, and use of departmental alarm and signaling systems firefighting and medical apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; provides for the purchase and storage of all needed supplies and equipment for the department.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation with a full-time, paid fire department.

### **MUST MEET OR EXCEED THE FOLLOWING QUALIFICATIONS:**

1. Must have at least eight (8) years as a full time paid fireman.
2. Must have at least five (5) years experience in a supervisory position in the fire service.
3. Must have LSU Instructor II or equivalent.
4. Must have a valid drivers license.
5. Must be a Nationally Registered EMT Paramedic in good standing.
6. Must be a minimum of LSU Firefighter II as measured by NFPA standards.

Fire Chief CC Original Adoption:	06-01-87
Revision Dates:	07-27-94, 10-22-97, 03-16-18

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is to assist the Fire Chief by performing clerical duties required for the efficient operation of the fire department. The incumbent of this class acts as receptionist for the Chief's office, types and files for the chief, answers telephones for the Fire Chief, and relieves the Chief of many minor administrative details such as replying to routine correspondence and compiling data needed for reports. The Secretary to the Fire Chief also assists in keeping financial records for the department. The employee of this class performs routine duties independently and receives instructions for special projects from the Fire Chief who monitors and evaluates the work of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Serves as receptionist for the Chief's office. Answers questions and handles any routine requests by visitors. Schedules appointments for the Chief. Keeps records and reminds the Chief of his schedule. Answers telephones for the Chief and places telephone calls as directed. Develops new procedures for office functions when necessary. Takes minutes or notes at meetings.

Opens incoming mail for the department, sorts and distributes mail, and processes outgoing mail and correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief.

Takes and transcribes dictation. Types letters, forms, memos, statements, formal reports, or other documents assigned by the Chief. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files when required. Operates a computer terminal to enter or retrieve information from files.

Receives department records and reports, checks them, and processes or files them. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate.

Enters routine information in department records, fills out all forms and records assigned, and writes reports required by the Fire Chief. Compiles, organizes, and analyzes data needed for reports.

Keeps accounting records for the department. Prepares payroll records and makes out payroll checks. Takes complaints from employees about pay and handles these. Makes out checks for payment of department bills. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments from petty cash. Assists in the preparation of the departmental operating budget by compiling information needed.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to department procedures. Orders and disburses supplies. Meets with sales representatives and makes recommendations on purchasing.

Operates office machines such as a copying or duplicating machine, calculator, and word processor.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type thirty (30) words per minute.

Must have at least five (5) years of experience in general office work, including experience in the use of a computer, calculator, and copying machine.

Secretary to the Fire Chief CC Original Adoption:	07-29-91
Revision Dates:	07-27-94